



## Question From a State Agency?

Does being an exempt employee mean that you may work less than a forty (40) hour workweek and get paid for forty (40) hours? The reduced workweek would reflect coming in late, taking a three hour lunch period and leaving early.



**Answer from HRD:** Being an exempt or non-exempt employee relates to overtime pay or hours worked over forty in one week. State employees have a standard 40 hour work week which is usually 8 hours a day for a five day period. There are some schedule modifications using maxiflex, compressed schedules, etc., but overtime is still calculated based on a minimum of 40 hours of work each week.

If you have questions about this issue, please call Lori Eichheim at 307-777-6727. If you have a question you would like to see answered in a future HRD Bulletin, give Kate Selby a call at 307-777-6728.

## Mark Your Calendar

### Monday, January 5, 2015

**Advanced FLSA Training for HR Professionals**, from 1:30 pm to 4pm in Room 1699 of the Herschler Building. Kaylen Fraser of The Labor Brain in Fort Collins will be presenting information to help you determine exemption status of positions, calculate rates for overtime, handle bonus payments, etc. The Labor Brain is a consulting firm helping organizations pay their employees fairly and comply with the law. You may check out the website at [www.laborbrain.com](http://www.laborbrain.com)

### Monday, March 2, 2015

**The Hay System of Job Evaluation and State Compensation Overview for HR Professionals**, from 1:30pm to 4:00pm in Room 1699 of the Herschler Building.

### Monday, April 6, 2015

**Health Care Issues for HR Professionals**, from 1:30pm to 4:pm in Room B-63 of the Herschler Building. Ralph Hayes will be presenting information on big picture health care issues including medical tourism, the Leap Frog Group



**Congratulations to Cathy Lyman** – on her retirement from state government on January 16, 2015. A reception to wish her well in her new endeavors is being scheduled for the 16<sup>th</sup>, and an invitation with specifics will be sent next month.

# Update

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## UPDATE FROM PATTY McMAHON, EEOC Denver -

A federal judge in Casper has approved a \$1.2 million settlement (the largest in Wyoming) in a case brought by the EEOC against Dart Energy Corp, and two related companies, Beckman Production Services, Inc., and J&R Well Service, LLC. This is the result of race and national origin harassment and retaliation against minority employees. The Workforce Services Labor Standards Division partnered with the EEOC by taking the charges and beginning the investigation which was completed by the EEOC.

## Congratulations Everyone!

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We are now completed with 2014-2015 Planning. What a relief it is to all of us who have been minding PMI due to the back to back 5 months!

Thanks to all of those who diligently worked throughout the evenings and weekends to support their staff toward completion. It was a very impressive completion of 98% statewide average. Thanks to all of you that did complete your agency at 100% which was many of you! Great job! As a comparison of your accomplishment, in both 2012-2013 and 2013-2014 Planning we only completed with 96% statewide. With the HR review and the diligence to assure better goal written you truly accomplished a lot to support PMI for your agency. Your efforts are appreciated.

As a note, if you have any that did not finish all 6 steps, be aware those individuals will not see their goals on their personal pages of Halogen. In addition, the supervisor will need to be provided a pdf at mid-year as they will need to copy and paste their goals on the mid-year forms as they will not populate forward.

Everyone, thanks again so much for your great team work in supporting PMI! Enjoy your break from PMI for 3 months!

Thanks Lori Mischon PMI Administrator

## HRD Bulletin

We are working to improve the readability of the bulletin, updating the bulletin template/HRD logo, and making the web links active in pdf format.

We post bulletins in the HR Community Section of the HRD website. Marlene Dunn in Agency Services maintains the email list and is happy to add more names to it. The division is making a concerted effort to get more information out to agencies and in a faster time frame. If you have any suggestions for the HRD Bulletin, format or content, please let Kate Selby or Marlene Dunn know.

## "I am postponing retirement"

Dave Urquidez will not be retiring from HRD on January 5<sup>th</sup>. That was the plan, but he has been asked to stay until a date to be determined this summer. The division is working on so many projects, Dean Fausset, A&I Director, and the Governor's Office felt a summer transition would better serve the agency and the state.

## Contact Information

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**Wishes to you all for a  
Happy and  
Safe Holiday Season!**

